

Retention and Classification Report

Agency: Heber City (Utah) (480)

75 North Main Street
Heber City, UT 84032
435 654-0757

Records Officer Wendy McKnight

28329 *Cemetery burial index
28370 *Cemetery deed register
28337 *Cemetery interment registers
28364 *Cemetery lot card files
28348 *Cemetery lot owners list
28331 *Cemetery lot records
28378 Council minutes

AGENCY: Heber City (Utah)

SERIES: 28329

3

TITLE: Cemetery burial index

DATES: 1859-2011.

ARRANGEMENT: Alphabetical by name of the deceased.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: 07/10/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

AGENCY: Heber City (Utah)

SERIES: 28329

TITLE: Cemetery burial index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28370

3

TITLE: Cemetery deed register

DATES: 1915-1994.

ARRANGEMENT: Chronological by date of deed.

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 2.

AUTHORIZED: 08/12/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of ownership of lots in the cemetery.

AGENCY: Heber City (Utah)

SERIES: 28370

TITLE: Cemetery deed register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28337

3

TITLE: Cemetery interment registers

DATES: 1859-2011.

ARRANGEMENT: Chronological by death date.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 07/11/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

AGENCY: Heber City (Utah)

SERIES: 28337

TITLE: Cemetery interment registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28364

3

TITLE: Cemetery lot card files

DATES: 1859-1977.

ARRANGEMENT: Alphabetical by block and thereunder numerical by lot number for Block A and alphabetical by owner name for Blocks B-D.

DESCRIPTION:

This series contains lot maps for the cemetery showing the layout of the lots along with the location and identity of burials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: 08/12/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery and the ownership of cemetery lots.

AGENCY: Heber City (Utah)

SERIES: 28364

TITLE: Cemetery lot card files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28348

3

TITLE: Cemetery lot owners list

DATES: 1915.

ARRANGEMENT: Numerical by lot number.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

AUTHORIZED: 07/18/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of cemetery operations and the ownership of cemetery lots.

AGENCY: Heber City (Utah)

SERIES: 28348

TITLE: Cemetery lot owners list

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28331

3

TITLE: Cemetery lot records

DATES: 1859-2010.

ARRANGEMENT: Alphabetical by owner name.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record. These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

AUTHORIZED: 07/10/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of lot ownership and the location and identity of burials in the cemetery.

AGENCY: Heber City (Utah)

SERIES: 28331

TITLE: Cemetery lot records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

This series contains occasional copies of death certificates, which are restricted for 50 years in accordance with the provisions of Utah Code 26-2-22.

AGENCY: Heber City (Utah)

SERIES: 28378

3

TITLE: Council minutes

DATES: 1889-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

AGENCY: Heber City (Utah)

SERIES: 28378

TITLE: Council minutes

(continued)

APPRAISAL:

Historical Legal

This series has permanent historical and legal value as documentation of the operation and actions of the city council.

PRIMARY CLASSIFICATION:

Public